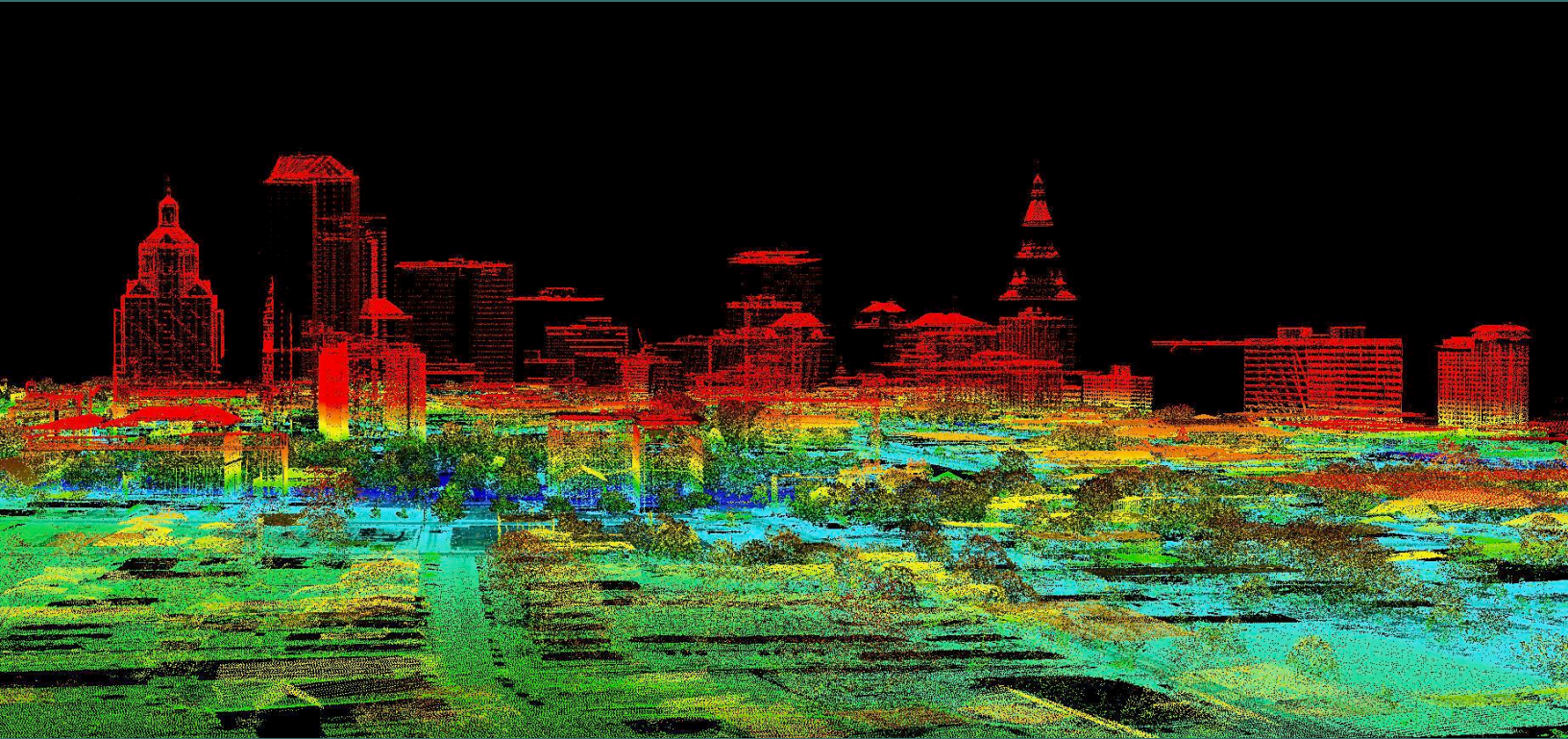


# **CRCOG**

**CAPITOL REGION COUNCIL OF GOVERNMENTS**

*Working together for a better region.*



# **REGIONAL SERVICES GRANT SPENDING PLAN**

**July 1 , 2021 - June 30, 2022**

**[crcog.org](http://crcog.org)**



June 21, 2021

**To Secretary McCaw:**

The Capitol Region Council of Governments (CRCOG) is pleased to submit its Regional Services Grant (RSG) Spending Plan for the fiscal year beginning July 1, 2021.

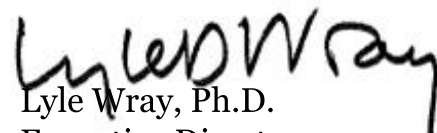
As a leader in regional services, CRCOG continues to increase efforts in coordinating and leading regional planning and transportation efforts, implementing public safety and homeland security projects, promoting and facilitating service sharing among towns, and harnessing the purchasing power of more than ninety entities to lower costs for everything from electricity to lawn seed. In 2020-2021, CRCOG launched the COVID-19 Long Term Recovery Steering Committee and continued to expand many other cooperative and regional programs.

In addition, CRCOG has been a leader and on-going supporter of regional and statewide efforts in Information Technology. Past projects have included the creation of Cybersecurity Model Policies and the launch of a new Cybersecurity Program, CRCOG Online Regional Permitting Project, Voice over IP, Hosting Services, HR-Portal and the CCM/CRCOG Salary Survey. In 2020-2021, CRCOG expanded its Regional Electronic Document Management Systems and began a pilot project for a job application portal. CRCOG believes that leveraging Information Technology is one of the best ways for local governments to move forward in reducing costs, increasing efficiency and helping our region grow.

Despite challenging economic and pandemic times, continuing financial sacrifice by staff, and limited resources, we expect CRCOG to continue to make progress on a number of fronts in 2021-2022 to better serve our 38 member communities.



Marcia Leclerc  
Chairperson, CRCOG



Lyle Wray, Ph.D.  
Executive Director

# Table of Contents

**Introductory Letter | 2**

**RSG Budget Summary | 4**

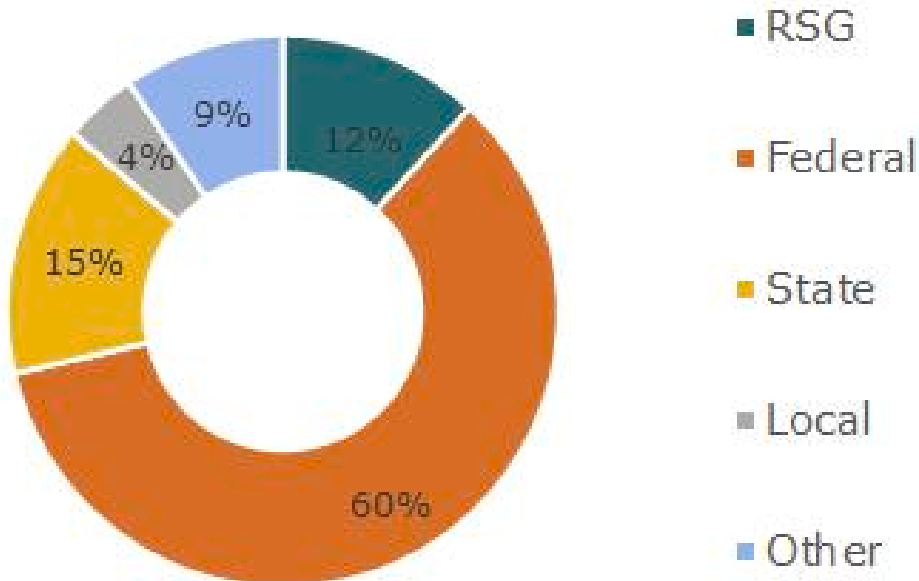
**Project Descriptions | 5**

- Planning | 6
  - Community Development | 7-10
  - Transportation | 11-12
- Public Safety and Homeland Security | 13-15
- Municipal Services | 16-20

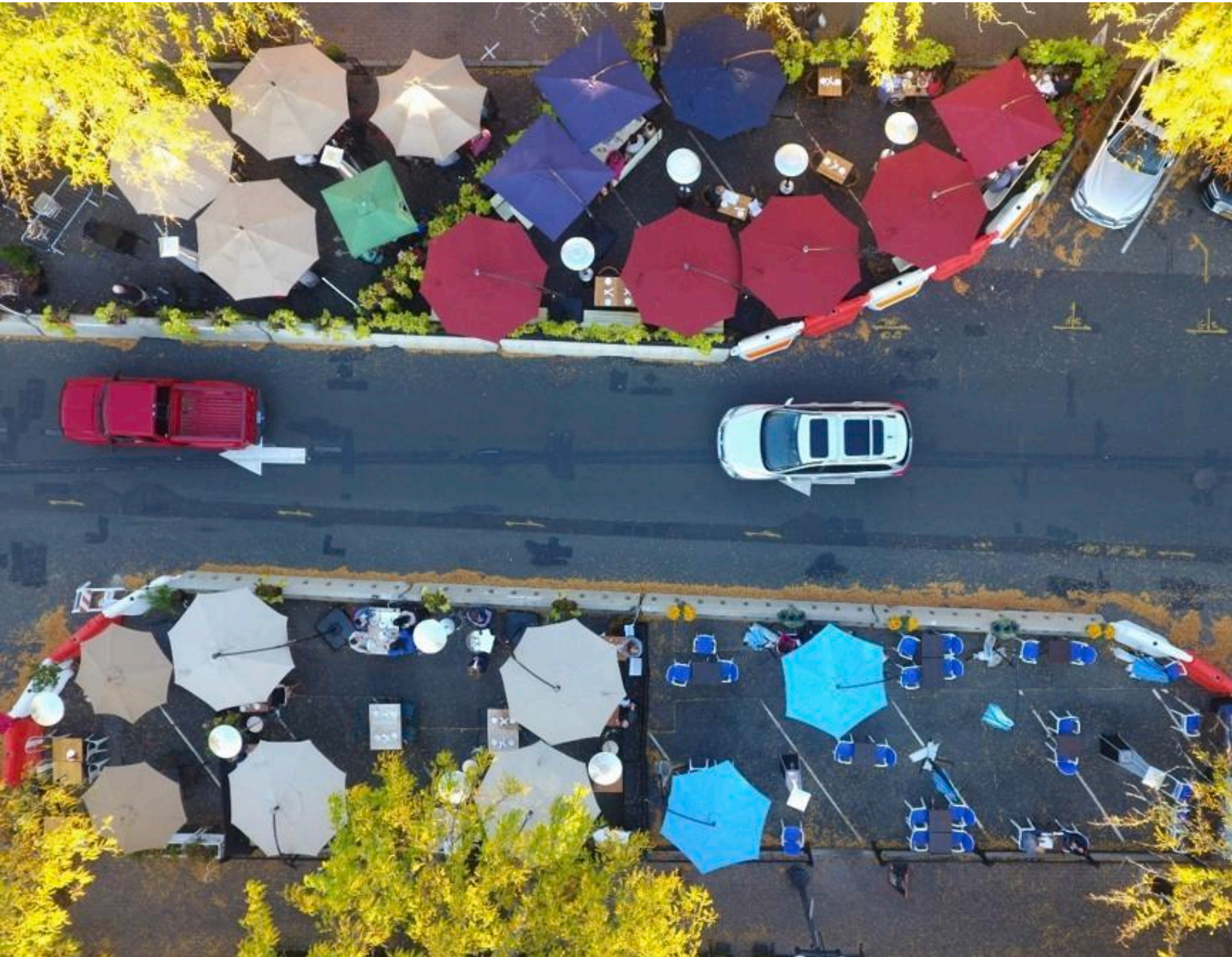
# RSG Spending Summary

| Department         | Brief Project or Activity Description  | TOTAL RSG           |
|--------------------|--|---------------------|
| Planning           | Planning, Land Use, Sustainability, Transit Oriented Design, Economic Development, Regional GIS  | \$263,704.12        |
| Public Safety and  | Regional Coordination of Public Safety and Homeland  | \$166,941.00        |
| Municipal Services | Shared Municipal Services: Expansion of Current Regional Services and Creation of Additional Regional Programs; Assessments; Human Services Coordinating Council; Regional Election Monitor, | \$417,147.00        |
|                    |  | <b>\$847,792.12</b> |

## Agency-Wide RSG Spending Plan Funding Sources







# PROJECT DESCRIPTIONS

- Planning
  - Community Development
  - Transportation
- Public Safety and Homeland Security
- Municipal Services

# Planning



## Revenue by Source and Expenditure by Category

| FY 2021-2022 Planning Budget |                    |                     |
|------------------------------|--------------------|---------------------|
| Revenue                      | TOTAL              | RSG                 |
| Federal                      | \$2,732,719        |                     |
| State                        | \$967,504          | \$275,704.12        |
| Local Dues                   | \$313,008          |                     |
| Other Funds                  | \$52,992           |                     |
| <b>Total Revenues</b>        | <b>\$4,066,223</b> | <b>\$275,704.12</b> |
|                              |                    |                     |
| <b>Expenditures</b>          |                    |                     |
| Personnel                    | \$2,350,427        | \$263,704.12        |
| Direct Costs                 | \$141,276          | \$12,000.00         |
| LOTICIP Contractual          | \$389,916          |                     |
| FHWA Studies                 | \$995,000          |                     |
| Planning Projects            | \$188,871          |                     |
| <b>Total Expenditures</b>    | <b>\$4,065,490</b> | <b>\$275,704.12</b> |

# Planning - Community Development

## Committees:

Community Development staff provides support to the following committees:

- CRCOG Regional Planning Commission
- CRCOG Bicycle and Pedestrian Committee
- CT**Trail**-Hartford Line and CT**fastrak** Corridor Advisory Committee (with Administration staff)
- CRCOG Foundation
- CRCOG Planners & Economic Developers Roundtable
- CRCOG Transit Oriented Development/Town Center Action Collaborative
- Metro Hartford Future Implementation Committee

## Program Areas:

- Regional planning and policy development related to building livable and sustainable communities. This program area integrates CRCOG's planning and investment in the areas of: housing, transportation, environmental protection, land use, economic development, redevelopment, and climate change mitigation and adaptation. It also touches on all aspects of the connected, competitive, vibrant, and green vision for the New England Knowledge Corridor and the Capitol Region.
- Advanced scenario planning to aid in regional and local policy decisions around development, conservation, and the integration of transportation and land use.
- Collaboration on regional transit-oriented development.
- Active transportation (bike and pedestrian) and Complete Streets planning and promotion in coordination with the Transportation Division.
- MetroHartford Brownfields Program.
- Staff support for the CRCOG Foundation.
- Implementation of the Metro Hartford Future Comprehensive Economic Development Strategy, which seeks to accelerate inclusive economic growth.
- Technical assistance to towns on development and conservation strategies, including strategies to create and maintain sustainable and livable communities.
- Promotion of sustainable development and design principles.
- Regional Natural Hazards Mitigation Planning.
- Statutory planning responsibilities: *Regional Plan of Conservation and Development* maintenance; input on land use, transit, and active transportation components of the *Metropolitan Transportation Plan*; review of zoning and subdivision proposals along town boundaries; review of municipal plans of conservation and development; review and support of municipal grant applications that advance regional plans and policies.
- Maintenance and enhancement of CRCOG's GIS system, and provision of advanced mapping and analysis services for member municipalities and all CRCOG departments. Annual update of a regional parcel dataset. Provide guidance to state agencies on large scale data acquisition projects.

## Goals for Community Development

Work to improve the livability and sustainability of Capitol Region communities through projects that:

- Foster distinctive and attractive communities with a strong sense of place.
- Concentrate development and mixed uses.
- Expand housing opportunities, including housing to meet the needs of all our citizens, regardless of income, age, race, ethnicity, and special needs.
- Create walkable, bikeable, and accessible communities.
- Accelerate inclusive economic growth.
- Preserve open space, working and prime farmland, and critical environmental areas.
- Strengthen and direct development toward existing communities.



- Make development decisions predictable, fair, and cost effective.
- Encourage community and stakeholder collaboration in development decisions.
- Embrace advanced scenario planning to create land use models and pursue investment that will provide opportunities for more energy-efficient transportation and housing choices.
- Support the assessment, remediation, and reuse of Brownfields to help achieve the region's sustainability goals.
- Support municipal efforts to protect against loss of life and property due to natural hazards through appropriate planning and infrastructure improvements.
- Work toward enhanced regional coordination among state, regional, and local levels of government and across functional disciplines, as well as between the public and private sector.

## 2021-2022 Objectives

Staff will continue to work with public and private partners to implement recommendations contained in the **Capitol Region Plan of Conservation and Development, 2014-2024**, and the Sustainable Knowledge Corridor Action Plan, **One Region, One Future: An Action Agenda for a Connected-Competitive-Vibrant-Green Knowledge Corridor**. The following activities are scheduled for FY 2021-2022.

Activities that support a **Connected Capitol Region**:

- Engage towns in discussion of transit-oriented development (TOD) opportunities linked to the **CTfastrak** and the **CTrail-Hartford Line** investments, review of the progress of these projects, and discussion of issues of common concern through convening the **CTrail-Hartford Line and CTfastrak Corridor Advisory Committee** (CAC). Staff will maintain a CAC presence on the CRCOG website, adding resource materials to the website as appropriate. Staff will also continue the newly formed effort to convene a **Transit-Oriented Development/Town Center Action Collaborative** to coordinate economic development efforts in the Capitol Region's transit corridors and centers of existing economic activity.
- Utilize statutorily required CRCOG reviews of municipal plans of conservation and development, zoning amendments, and subdivision proposals as an opportunity to provide comments on enhancements which could support implementation of TOD opportunities.
- Support expansion of the regional pedestrian and bicycle network through planning and conducting **CRCOG Bike and Pedestrian Committee** meetings and conducting the **September 2021 Bike/Ped Count and Active Transportation Audits** to monitor the current walkability/bikeability of count locations and identify trends.
- Continue work on the **Active Transportation Implementation Grant** received through the Connecticut Department of Public Health State Physical Activity and Nutrition (SPAN) Grant from the U.S. Centers for Disease Control.
- Serve on the **Hartford Complete Streets Task Force**, a group which grew out of the national Mayors' Complete Streets Challenge.
- Serve on the Center for Latino Progress' Transport Hartford Academy Annual Summit Planning team.
- Continue to work toward a regional bike share program by updating the 2014 Regional Bike Share Feasibility Study.
- Initiate a study to determine a final route for the remaining gaps in the East Coast Greenway in the CRCOG region. Gaps exist in Bloomfield, Hartford, and East Hartford. CRCOG applied for funding to conduct this study in 2020-2021 and expects to be able to start the study in 2021-2022.
- Monitor progress under **CRCOG Action Plan to Increase Walking and Walkability** and participate in Community of Practice conference calls to share regional progress and keep informed on best practices from across the country.
- As required, help rank the LOTCIP transportation funding applications for roadway improvements that incorporate bicycle and pedestrian infrastructure.



- Continue to provide regional Geographic Information Services (GIS), including:
  - Maintaining and updating multiple GIS regional datasets such as parcels, zoning, and multi-use trails.
  - Providing advanced mapping and analysis services for member municipalities and for all CRCOG departments.
- Continue collaboration with other GIS users through participation on the CT GIS User Network Steering Committee, GIS Data Acquisition Advocacy Committee, and statewide parcel working group.

Activities that support a ***Competitive Capitol Region:***

- Implement the Metro Hartford Future Project (*Capitol Region Comprehensive Economic Development Strategy*).
- Obtain funding to update the Metro Hartford Future Project so that it better responds to impacts from the COVID-19 pandemic. Funding was sought in FY21 and staff will continue to monitor funding opportunities.
- Obtain Economic Development District designation from the federal Economic Development Administration.
- Continue initiation of a new Transit-Oriented Development study for the region. The study will look at the financial feasibility of individual sites in station areas along the CT**fastrak** and CT**rail** corridors.
- Obtain funding to conduct a series of small-scale best practices studies in support of implementing the Metro Hartford Future Project. Studies include:
  - Workforce vacancy data systems best practices
  - Flexible funding for workforce vacancies best practices
  - Best practices in workforce talent development
  - Identification of five initiatives to accelerate economic growth and recovery in Connecticut
  - Best practices for engaging the philanthropic community in economic and infrastructure projects
- Provide staff assistance to the ***CRCOG Foundation***. Implement Foundation priorities for FY 2021-2022, which may include collaboration on CEDS implementation, and continuation of Next Gen Economic Development workshop series.

Activities that Support a ***Vibrant Capitol Region:***

- Help transit and rail corridors better link jobs, housing, and neighborhood revitalization by following up on implementation steps from the RPIP-funded study, ***Next Steps in Engaging Anchor Institutions and Neighborhoods in Transit Oriented Development***.
- Carry out ***MetroHartford Brownfields Program***.
  - Continue the Assessment component of this program.
  - Work toward completion of projects funded under the MetroHartford Brownfields Revolving Loan Fund and Subgrant Program.
- Carry out ***Statutory Planning Responsibilities: Regional Plan of Conservation and Development*** maintenance; input on land use, transit and active transportation components of the ***Metropolitan Transportation Plan***; review of zoning and subdivision proposals along town boundaries, and municipal plans of conservation and development, for consistency with regional plans and policies, and the concerns of neighboring municipalities; review and support of municipal grant applications that advance regional plans and policies; involve CRCOG Regional Planning Commission in the regional review process.
- Provide planning and implementation assistance in support of: transit-oriented development; expansion of housing opportunities; increased job and business opportunities; creation of bike and pedestrian friendly communities; green building and infrastructure; neighborhood planning and placemaking; preservation of working farms and key environmental resources; and other topics consistent with the principles of livable and sustainable communities.

- Upon request, meet with municipal planning and zoning commissions to discuss model land use regulation changes that support sustainable design and development, and expand housing opportunities.
- Conduct a regional analysis of affordable housing needs and opportunities.
- Help municipalities and developers provide for housing to meet the needs of all our citizens through responses to individual requests for information and assistance. Collaborate with other regional agencies, such as the Local Initiatives Support Corporation and Journey Home, on housing and neighborhood community development initiatives.
- Staff the CRCOG Regional Planning Commission and share with representatives from municipal planning and zoning commissions topics and strategies to create a more connected, competitive, vibrant and green Capitol Region.
- Participate in the Lincoln Institute's Consortium for Scenario Planning.
- Continue utilizing advanced scenario planning software tools for use in a range of regional and corridor level planning initiatives.
- Work with CT APA, UCONN and other key partners on bringing an accredited urban planning degree program to Connecticut.

Activities that support a ***Green Capitol Region***:

- Engage member municipalities to implement mitigation activities identified in the Capitol Region Natural Hazards Mitigation Plan.
- Obtain funding to conduct an update of the Capitol Region Natural Hazards Mitigation Plan.
- Utilize advanced scenario planning tools to continue efforts to better integrate transportation, community development, municipal services, natural hazard mitigation, and public safety activities within CRCOG that are related to building and maintaining livable and sustainable communities. Continue to build out the suite of scenario planning tools utilized by CRCOG staff.
- Collaborate with the Eastern Connecticut State University Institute for Sustainable Energy (ECSU-ISE) to encourage municipal participation in the Sustainable CT municipal certification program. Assist ECSU-ISE with evaluation/certification of municipal actions. Continue to host Sustainable CT Fellows at CRCOG to assist municipalities in gaining and maintaining Sustainable CT status.
- Represent CRCOG on the Central Connecticut Water Utility Coordinating Committee (WUCC). This committee will meet periodically to maintain the adopted Coordinated Water System Plan.
- Represent CRCOG on the Connecticut Resource Conservation and Development Council (CTRC&D). Assist with Environmental Review Team analyses as appropriate.
- Use the regional statutory land-use review process to make recommendations to local planning and zoning commissions on actions which would advance regional sustainability. Provide CRCOG support to municipal open space grant applications.

## ***Planning - Transportation***

### **Committees**

- Transportation Committee
- Cost Review and Schedule Subcommittee
- Active Transportation Subcommittee
- Bicycle and Pedestrian Subcommittee
- Traffic Incident Management Coalition

### **Program Areas**

- Transportation planning and policy development
- Transit planning
- Bicycle and pedestrian planning
- Freight planning
- Project financing and programming
- System management and operations planning, including congestion management, safety management, incident management, and emergency management
- Regional travel forecast model
- Technical assistance to towns (traffic analyses, GIS, project financing, etc.)
- Public participation, Title VI, and Environmental Justice
- Influencing state transportation policy (includes serving on statewide committees)

### ***Goals for Transportation***

- Support the Policy Board and Transportation Committee in developing transportation plans, policies, programs, and projects to achieve a balanced, safe, and efficient regional transportation system.
- Ensure a regional voice in the development of state transportation policies, plans, and programs.
- Fulfill all federal MPO planning requirements to ensure a sound performance based decision-making process regarding how federal transportation funds are invested (required to maintain the region's eligibility for federal funds).
- Make sound decisions regarding how transportation funds are programmed and work with municipalities, Connecticut Department of Transportation (CTDOT), and other stakeholders to ensure projects are advanced in an efficient manner.
- Provide technical assistance to member communities.

### ***2021-2022 Objectives***

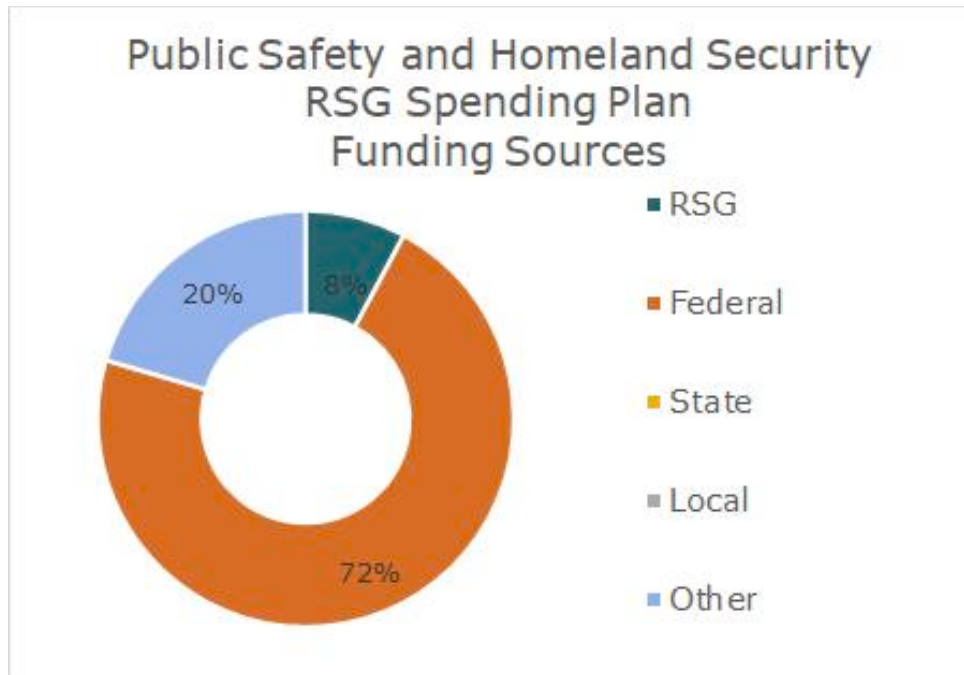
- Continue to update the web-based tool for mapping LOTCIP and TIP projects and work with CTDOT on their E-STIP project.
- Work to program LOTCIP funding, minimizing carryover amounts, and monitor legislation related to future LOTCIP bonding authorizations.
- Initiated a LOTCIP project solicitation for \$35.5 million of roadway reconstruction, pavement rehabilitation, stand-alone sidewalk, and bicycle-pedestrian projects.
- Continue to work with CTDOT and CRCOG municipalities to help streamline LOTCIP program guidelines. Manage on-call consultants to assist CRCOG with LOTCIP project submission reviews and program management.
- Continue to program and obligate federal STBG funding for municipally initiated projects. Work with CTDOT to ensure projects of regional significance are advanced through the STBG program and coordinated with the CTDOT Capital Plan.
- Work with municipalities, CTDOT, and FHWA to advance TA Set-Aside and CMAQ projects within the Capitol Region. Work with CTDOT on related solicitations as needed.
- Provide technical assistance to towns to solve traffic problems, resolve project funding problems,

and/or mediate transportation related design issues with CTDOT.

- Continue to monitor regional traffic and congestion as part of a continuous Congestion Management Process.
- Continue to work with the City of Hartford, CTDOT, and other stakeholders to advance the Greater Hartford Mobility Study.
- Continue to be a resource to CTDOT as they work to implement the CT**fastrak** autonomous vehicle pilot project.
- Continue to support CTDOT and affected communities as it relates to CT**rail** Hartford Line Rail service, including future double-tracking, new stations, and increased service.
- In partnership with CTDOT and CT**transit**, continue to advocate for implementation of recommendations from the Comprehensive Transit Service Analysis of CT**transit**'s Hartford and New Britain/Bristol Divisions.
- Continue to work with CTDOT to select and prioritize projects for funding under the FTA 5310 program (Enhanced Mobility of Seniors and Individuals with Disabilities Program).
- FY2022 will be an application year for the State Matching Grant Program for Demand Responsive Transportation (Municipal Grant Program). CRCOG will coordinate with CTDOT and recipients to ensure completion of necessary application paperwork.
- Continue to conduct biannual utilization counts at the Region's commuter park and ride lots. Update related infographics.
- Continue to work with municipalities on updating the GIS system in the Region and collect updated municipal data layers for Web GIS Site.
- Continue to update the region's online interactive TIP and LOTCIP maps.
- Continue to work with municipalities and emergency responders to improve traffic incident management within the Hartford Urbanized Area, utilizing the TIM Coalition as a steering group for these efforts.
- Coordinating with Public Safety, continue to work to improve transportation-related response to emergencies.
- Complete the Route 5 Corridor Study in East Windsor.
- Initiate transportation planning studies selected under the FY2021 solicitation, the Roundabout Screening Study, the Farmington Connectivity Study, and the TOD Roles, Visioning, Viability & Tools Analysis study.
- Build on completed Scenario Planning efforts, measuring transportation outcomes resulting from variable land use and transportation infrastructure scenarios.
- Continue to work with UConn's Traffic Signal Circuit Rider Program to advance traffic signal management initiatives throughout the region.
- Continue to participate in regional and project-specific traffic management discussions related to construction activities in the Greater Hartford Area.



# Public Safety and Homeland Security



## Revenue by Source and Expenditure by Category

| FY 2021-2022 Public Safety and Homeland Security Budget |                    |                     |
|---|--------------------|---------------------|
| Revenue   | TOTAL              | RSG                 |
| Federal   | \$1,529,088        |                     |
| State   | \$154,941          | \$154,941.00        |
| Local Dues  | \$-                |                     |
| Other Funds   | \$436,000          |                     |
| <b>Total Revenues</b>                                   | <b>\$2,120,029</b> | <b>\$154,941.00</b> |
|   |                    |                     |
| Expenditures  |                    |                     |
| Personnel   | \$274,088          | \$137,918.00        |
| Direct Costs  | \$22,823           | \$17,023.00         |
| Public Safety Projects                                  | \$635,000          |                     |
| DPH Projects  | \$841,729          |                     |
| Homeland Security Projects                              | \$607,145          |                     |
| <b>Total Expenditures</b>                               | <b>\$2,380,785</b> | <b>\$154,941.00</b> |

## Introduction

*Mission: To access and coordinate federal, state, and local grant and financial opportunities to enhance the region's capabilities to protect the safety, security, and health of its citizens through the region's police, fire, public health, emergency management, EMS, and emergency planning organizations.*

CRCOG's Public Safety and Homeland Security Department coordinates and assists the efforts of 41 participating towns to plan for, access state and federal funding for, and develop and implement projects that will improve the region's safety and security. Major areas of responsibility include administration of the statewide CAPTAIN mobile data communication system and project management and oversight of federal grant funds in the following categories: State Homeland Security Grant Program (SHSGP), Metropolitan Medical Response System (MMRS), and Citizen Corps programs (CCP).

### Committees:

- Capitol Region Citizen Corps Council
- Capitol Region Medical Reserve Corps
- Urban Area Working Group
- Training and Exercise Planning Workgroup
- I:COMM Team
- Incident Management Steering Committee
- Regional Mobile Command Post Committee
- Capitol Region Emergency Planning Council:
  - R-ESF 1 Transportation
  - R-ESF 2 Communications
  - R-ESF 3 Public Works & Engineering
  - R-ESF 4 Firefighting
  - R-ESF 5 Emergency Management
  - R-ESF 6 Mass Care
  - R-ESF 7 Resource Management
  - R-ESF 8 Public Health & Medical Services
  - R-ESF 9 Search and Rescue
  - R-ESF 10 HAZMAT
  - R-ESF 11 Animal Response
  - R-ESF 13 Public Safety and Security
  - R-ESF 14 Economic Recovery
  - R-ESF 15 External Affairs (Media)
  - R-ESF 16 Volunteer Management
  - R-ESF 19 Special Needs Management
  - R-ESF 20 Faith Based Organizations
  - R-ESF 21 Collegiate Services

### Program Areas:

1. Public Safety Planning and Policy Development
2. Homeland Security and Emergency Management Planning and Policy Development
3. Technical Assistance to Towns
4. HSEEP Complaint Training and Exercise Coordination
5. Project Financing and Programming
6. Project Implementation and Management
7. Influencing State Homeland Security Policy (includes serving on statewide committees/stakeholder groups)

### Goals for Public Safety and Homeland Security

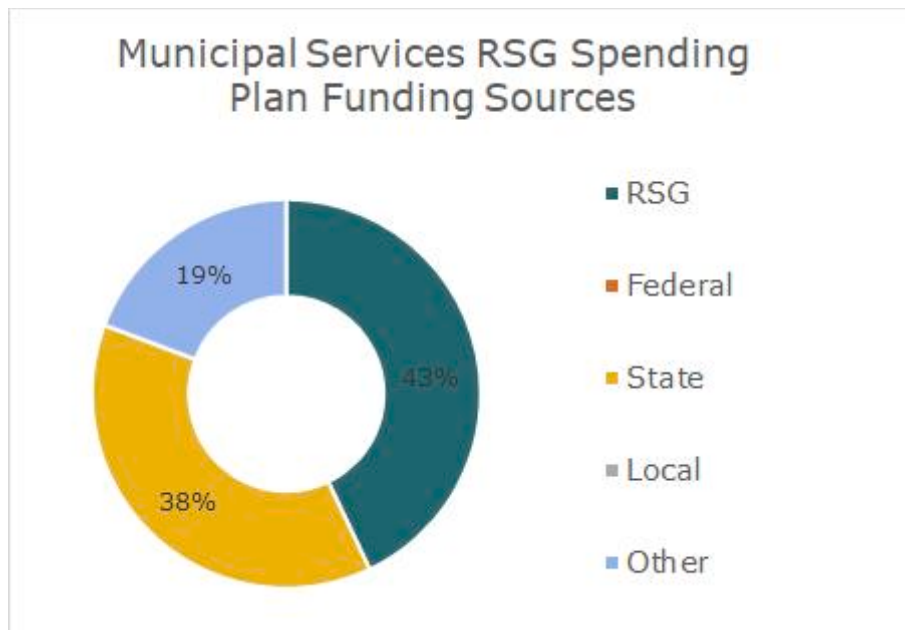
- Support the Policy Board and Public Safety/Homeland Security committees in developing appropriate plans, policies, programs, and projects to achieve a safe, balanced, and efficient regional public safety and homeland security system.

- Assure a regional voice in the development of state public safety and homeland security policies, plans and programs.
- Manage and administer federal homeland security funds, in compliance with State and Federal laws, on behalf of the 41 communities that make up the Capitol Region Emergency Planning Council and the State of Connecticut Division of Emergency Management and Homeland Security Region 3.
- Appropriately staff the Capitol Region Emergency Planning Council and its Emergency Support Functions, Capitol Region Chiefs of Police Association, Capitol Region Citizen Corps Council, Region 3 Cybersecurity Task Force and CAPTAIN Technical committees.
- Manage the Public Health Emergency Preparedness (PHEP) grant from the CT Department of Public Health on behalf of the 14 local public health departments and districts in our region.
- Provide technical assistance, HSEEP compliant training development and exercise coordination services to member communities.
- Continue to run Incident Command System (ICS) and National Incident Management System (NIMS) for first responders within our region.
- Assure the development of public safety education programs within Connecticut by service on various boards and advisory commissions for high school and college programs specializing in public safety and homeland security.
- Administer and maintain the CAPTAIN mobile data communication system as we begin plans to transition off the system.
- Continue to promote the means to create accountability tags for the communities through the Salamander identification system.
- Continue to conduct After Action Reviews and Real-Life Incident Reviews for our communities as requested.

## ***2021-2022 Objectives***

- Complete work on the FFY 2018 Homeland Security, MMRS, and HAZMAT projects.
- Commence work on the FY 2019 and 2020 Homeland Security, MMRS, and HAZMAT projects.
- Continue our COVID-19 response activities.
- Continue to manage Public Health Emergency Preparedness (PHEP) funding to include planning, training, and exercising.
- Continue to administer CAPTAIN (CRCOG's mobile data communication system for police and fire users).
- Continue to act as the fiduciary agent for the HEARTBEAT Computer Assisted Dispatch and CT-CHIEF Records Management Projects as requested by our communities.
- Continue to enhance the Regional Emergency Support Plan and work with the State Department of Emergency Management and Homeland Security to standardize across all regions.
- Continue to maintain the Get Ready Capitol Region citizen preparedness website and bolster the ambassador program.
- Continue work on the public safety centered service sharing projects.
- Continue to hold training sessions and conduct exercises.
- Comply with all Federal, State, and grant reporting requirements.
- Provide Executive Director, other departments and all CRCOG committees with accurate and timely data.
- Review and update of regional plans (including the Training and Exercise Plan and Tactical Interoperable Communications Plan).
- Survey membership in understanding needs and attitudes for Regional PSAPs. This survey would encompass Chief Elected Officials, Chief Administrative Officers, Chiefs of Police and Fire and any other stakeholders.
- Create a preliminary executive summary that outlines investments and goals necessary for regionalization of PSAPs.

# Municipal Services



## Revenue by Source and Expenditure by Category

| FY 2021-2022 Municipal Services Budget |                  |                     |
|--|------------------|---------------------|
| Revenue                                | TOTAL            | RSG                 |
| Federal                                | \$-              |                     |
| State                                  | \$784,147        | \$417,147.00        |
| Local Dues                             | \$-              |                     |
| Other Funds                            | \$187,000        |                     |
| <b>Total Revenues</b>                  | <b>\$971,147</b> |                     |
|  |                  |                     |
| <b>Expenditures</b>                    |                  |                     |
| Personnel                              | \$553,480        | \$417,147.00        |
| Direct Costs                           | \$37,150         |                     |
| Crumbling Foundations Testing          | \$300,000        |                     |
| Grants and Contractual                 | \$80,000         |                     |
| <b>Total Expenditures</b>              | <b>\$970,630</b> | <b>\$417,147.00</b> |



## Introduction

*Mission: To expand municipal sharing opportunities.*

CRCOG's Municipal Services Department is divided into three programmatic areas: Municipal Services/Service Sharing, Capitol Region Purchasing Council and the IT Services Cooperative. The CRCOG Municipal Services Committee oversees the work of all three areas and sets and reviews strategic goals.

The **Municipal Service/Service Sharing** program's major areas of responsibility include administering the OPM Service Sharing Grants, supporting and coordinating the efforts of the Central Connecticut Solid Waste Authority, statutorily required functions and serving as a research and analysis resource for towns to explore service sharing opportunities. Statutory responsibilities include Regional Election Monitoring duties and the Human Services Coordinating Council. This area also supports the Crumbling Foundations Testing Program, and the Ad-Hoc Working Committee on Crumbling Foundations.

The **Capitol Region Purchasing Council's** major areas of responsibility include Annual/Biennial cooperative bids, the CRCOG Energy Consortium, Indefinite Quantity Construction Program, and our e-Procurement software. The Purchasing Council Executive Committee hosts an Annual Meeting of the groups' membership (now over 100 local governments and agencies). Staff also continuously review the programming offered through the Council and explore new areas of service.

The **CRCOG IT Services Cooperative** pursues regional software and other IT solutions for municipalities looking to save tax dollars and enhance operating efficiencies. This group has successfully supported the establishment of a commonsense, affordable fiber network for municipalities, which will enable the next generation of service sharing to gain local operating efficiencies. All municipalities in Connecticut now can connect to the Nutmeg Network. More service sharing opportunities are now possible as a result of this network connectivity and the establishment of the CRCOG Data Center, which can provide a wide array of IT hosting and software sharing to municipalities.

**Regional Long Term Recovery Steering Committee** In addition to these areas, in 2020-2021, the state of Connecticut requested that CRCOG stand up the regional Long Term Recovery Committee and staff meetings as well as help develop and shepherd action plans for the Regional Long Term Recovery Steering Committee (RRSC) for DEMHS Region 3. CRCOG also administered the Phase I statewide long-term recovery steering planning process and grant that produced overall overviews and current status surveys for each of the regions and various COGs.

The Municipal Services Department's focus is four-fold as we look to the upcoming fiscal year and beyond:

- **MAINTAIN** our current level of excellent service delivery with a philosophy of continuous improvement and an eye to changing needs and regulations to remain the best solution to a wide variety of municipal operational needs.
- **EXPAND** the offerings of CRCOG IT Services. Promote CRCOG as a proving ground for innovative ideas and activities that benefit local governments.
- **GROW** direct service offerings for smaller towns that focus on core operational needs such as assessment, code enforcement, and accounting that can be difficult to maintain in a worsening fiscal environment.
- **RESPOND** to additional mandates from the state to add regional responsibilities and needs, including response to the COVID-19 pandemic.

All these programs are open to towns outside of CRCOG's borders, supplementing municipal dues, and other grant monies with fee-for-service income which helps us carry out our mission.

### Committees:

- Municipal Services Committee
- Capitol Region Purchasing Council

- Human Services Coordinating Council

## **Program Areas:**

- Municipal Service Sharing
  - Regional Geographic Information System (GIS)
  - OPM Regional Service Sharing Grants
  - Solid Waste Research and Coordination
  - Human Services Coordinating Council
  - Regional Election Monitoring
- Purchasing Council
  - Annual/Biennial Cooperative Bids
  - e-Procurement System
  - Natural Gas Consortium (on hiatus)
  - Electricity Consortium
  - Job Order Contracting construction (ezIQC)
- IT Services
  - Fiber Infrastructure (SERTEX)
  - General IT Services (Novus Insight)
  - Hosting/Disaster Recovery
  - Voice Over Internet Protocol
  - Regional Online Permitting Program
  - Cybersecurity Policies and Services
  - Time and Attendance software (Novatime)
  - Electronic Document Management System
- HR-Portal
  - Salary Survey and Reporting Module
  - Model Document
  - Sample Document Library
  - Interview Panel
  - Human Resources Consulting Services

## ***Goals for Municipal Services***

Research, analyze and implement programs that help municipalities work together in a more efficient, cost-effective manner.

## ***2021-2022 Objectives***

### **Municipal Services**

- Continue to seek out new opportunities for inter-municipal service sharing and help identify funding sources to help implement these ventures.
- Work through the CRCOG Municipal Services Committee to help member municipalities learn about topics critical to effective local government operations through presentations and sharing of information among municipalities. Attend conferences and workshops to educate staff on topics of importance.
- Develop additional offerings through CRCOG Municipal Services including, but not limited to, additional software offerings on the Nutmeg Network. Respond to partnership opportunities as is consistent with the goals and objectives of the Municipal Services Department.
- Assessment: Undertake an inventory of CRCOG's assessment practices:
  - Undertake an inventory of each CRCOG municipality to document and understand how practices vary.
  - Inventory each municipality's assessor office hours.
  - Use the inventory to guide the next steps in Assessment Regionalization
- Regional GIS: CRCOG hosts a Regional Parcel Viewer and GIS portal and continues to make improvements to its data and functionality. Improvements from FY 2021 include:

- Roll out additional automatic Computer Assisted Mass Appraisal (CAMA) data processors in member municipalities. These data processors automatically update the Region Parcel Viewer with current property data.
- Add town-specific data layers upon request.
- Leverage ArcGIS Portal to enhance functionality and feedback capabilities.
- Maintain and update regional GIS datasets such as land use and zoning.
- Creation of regionwide 3D building data.
- Human Resources Initiative
  - Expand upon the Interview Panel Database to include a larger participant base.
  - Collect more Example Documents from more municipalities.
  - Develop a regional municipal job applicant portal for shared application across the region.
- Human Services Coordinating Council: Continue to convene the CRCOG Human Services Coordinating Council.
- Recruit a Regional Election Monitor (REM) and continue to monitor and perform REM activities as directed by the CT Secretary of the State.
- Expand on SCRCOG, WestCOG, NVCOG and SECCOG partnerships to promote CRCOG's statewide fee-for-service programs.

### **Crumbling Foundations**

- Continue to administer the Governor's testing program for crumbling foundations.
- Continue to support municipalities affected by crumbling foundations as directed by the Ad-Hoc Working Committee and the Municipal Services Committee.
- Continue small town assistance meetings and expand opportunities for small towns.

### **Solid Waste Management**

- Continue to support Solid Waste Management and execute agreements for textile recycling and advance Request for Proposals for various Solid Waste Services.
- Continue to advocate for short and long term solutions regarding MIRA and its services.

### **CRCOG IT Services Cooperative**

- Continue expansion of the Voice Over Internet Protocol and Hosting Services membership.
- Expand Electronic Document Management System (EDMS) and offer the opportunity for other municipalities to participate in EDMS.
- Work with Novus to offer additional services over the Nutmeg Network that fit into the overall service sharing strategic plan developed by the Municipal Services Department.
- Continue to promote the Nutmeg Network for local government through legislative and other advocacy. Coordinate directly with other state-wide organizations (CCM, CTCMA and COST) to encourage effective implementation and sustainable funding of this important resource.
- Continue to administer the Regional Online Permitting System program. Expand the Regional Online Permitting System program options to interested municipalities.
- Promote the Cybersecurity Services available through Novus Insight and the Cybersecurity Model Policies. Continue to support the Cybersecurity Task Force and other vested interests to stay ahead of Cybersecurity risks and expand the offering of the Cybersecurity Program.

### **Capitol Region Purchasing Council**

- Continue administration of the Capitol Region Purchasing Council (CRPC) Program, and expand program offerings, guided by the Municipal Services Strategic Plan.
- Expand membership for the electricity consortium.
- Promote membership with the CRPC to all municipalities and public agencies in the state. Attend procurement professional meetings to inform of CRPC activities and acquire knowledge to enhance cooperative opportunities through CRPC.
- Promote and administer the job order contracting program (ezIQC).
- Continue pursuit of state agency partnerships with our cooperative purchasing programs.
- Continue to monitor opportunities within the Natural Gas marketplace and evaluate potential

opportunities for the consortium and if marketplace conditions are favorable, re-vitalize the consortium.

### **COVID-19 Recovery**

- **Committee:** Continue to staff the Regional Recovery Steering Committee (RRSC) and the working sub-committees.
- **EDA Grant:** If the EDA grant is approved, execute the grant objectives and coordinate with appropriate stakeholders and partners.
- Continue to assist DEMHS Region 3 and the state in any of its COVID-19 Recovery efforts as needed and requested.
- Staff existing RRSC sub-committees (Human Services and Small Business Recovery) and establish others as directed by the RRSC.
- Perform surveys, outreach and other activities as directed by the RRSC.